

## Webcasting Quick Reference Guide - Chapters

### Three Steps for Quickly Viewing the Webcast



Once you click on the webcast the webcast will appear as you see to the left. The **Video window** is to the left with the **PowerPoint/Presentations** window to the right. All the webcast resources can be accessed by clicking on the **Presentation Resource button**. By clicking on the **insurance 101 banner** it will take you to the presenter's website.

Two important buttons are located under the Banner. The one surrounded by **Orange** is the **Ask a Question** button. You can click on it and submit email questions to the presenter.

The button surrounded by **red** is the **Slide List** button and allows you to quickly navigate the webcast. To quickly navigate the webcast – **Step 1** – Click on the **Slide List** button surrounded by **red**.

**Step 2** – Four additional buttons will appear under the Slide List Button. Click on the **Chapters** button which is surrounded by **green** as shown below.

**Step 3** – The **Chapters** are now viewable as you see below as indicated by the **red arrow**. You can click on any of the **Chapters** and the webcast will automatically move to that topic. You can view the webcast from start to finish or you can choose the chapter you want to view. Then click on the **Slide Show** icon (as indicated in **Purple**) to resume viewing the PowerPoint in the PowerPoint/Presentation Window.

